

Use a separate data report form for each region or state

Agency name: Central Intelligence Agency

25X1A

Region/State: Washington, D.C.

Agency contact for future communication: [REDACTED] Chief, Plans and Programs Staff, Office of Logistics, CIA, Washington, D.C. 20505

Category A - Federal employees who have full time duty as vehicle operators (i.e., shuttle drivers, messengers, etc.)

Category B - Federal employees who require a vehicle in the performance of their official duties (i.e., inspectors, security guards, etc.)

Category C - All other Federal employees who use a vehicle in the performance of official duties on an incidental basis.

Drivers

1. Indicate the number of drivers in each category
2. Indicate the number of drivers in each category who have already received adequate training.

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	<u>Category A</u>	<u>Category B</u>	<u>Category C</u>
1. Number of drivers:	[REDACTED]		
2. Number of drivers already trained:	[REDACTED]		

Training Programs

1. List sources of training and the location of programs attended by employees in your organization.
2. Specify whether the program is sponsored by federal, state, local or other.
3. Indicate the approximate number of people per week that can be trained at each facility.
4. Indicate the duration (hours, days) of the training.
5. Indicate whether the program can train instructors of fuel-efficient driving techniques.

<u>Programs and Locations</u>	<u>Sponsor</u>	<u>Training Capacity (No. per Week)</u>	<u>Duration</u>	<u>Instructor Training (yes/no)</u>
Category A:	0			
Category B:	0			
Category C:	0			

INSTRUCTORS: Indicate the number of employees who have been trained to teach energy efficient driving techniques: 0

Minimum Standards/Guidelines

Category A - Federal employees who have full time duty as vehicle operators (i.e., shuttle drivers, messengers, etc.)

- a. A short course in fuel efficient trip planning (1/4 to 1/2 hour)
- b. A review of the maintenance tips that save fuel (1/4 to 1/2 hour)
- c. Viewing of movie, "Running on Empty" or equivalent information on energy efficient driving techniques (1/2 hour)
- d. A supervised demonstration of fuel efficient driving (1/2 hour)

Category B - Federal employees who require a vehicle in the performance of their official duties (i.e., inspectors, security guards, etc.)

- a. A short course in fuel efficient trip planning (1/4 to 1/2 hour)
- b. A review of the maintenance tips that save fuel (1/4 to 1/2 hour)
- c. Viewing of movie, "Running on Empty" or equivalent information on energy efficient driving techniques (1/2 hour)
- d. A supervised demonstration of fuel efficient driving (1/2 hour) or a short written quiz

Category C - All other Federal employees who use a vehicle in the performance of official duties on an incidental basis

- a. A viewing of the movie, "Running on Empty" or equivalent information on energy efficient driving techniques (1/2 hour)